DT MAX T3

DT MAX T3 - USER GUIDE

THOMSON REUTERS™

Table of Contents

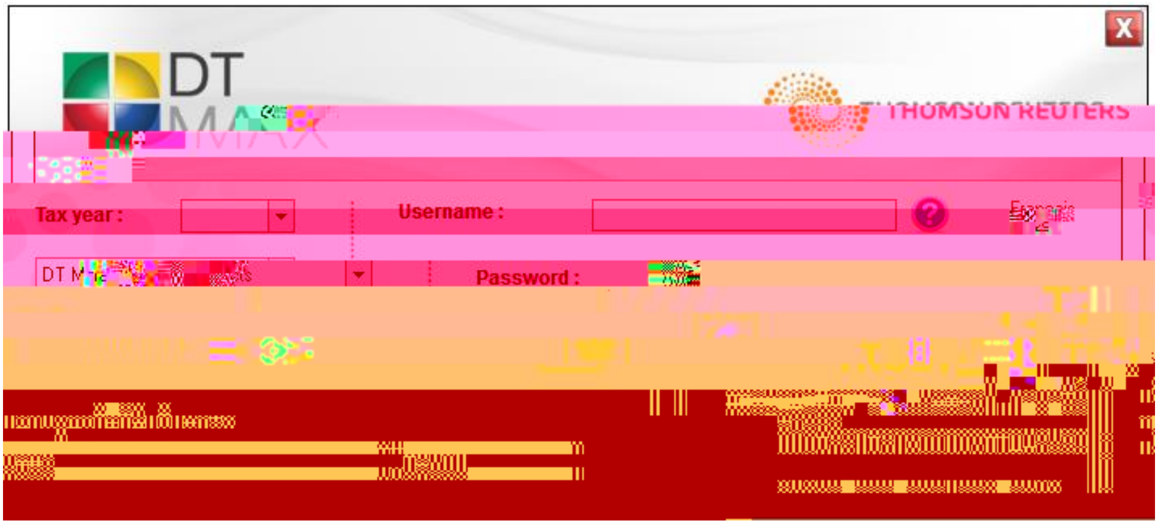
DT MAX BASICS

In the following paragraphs, we will see the basic features of DT Max.

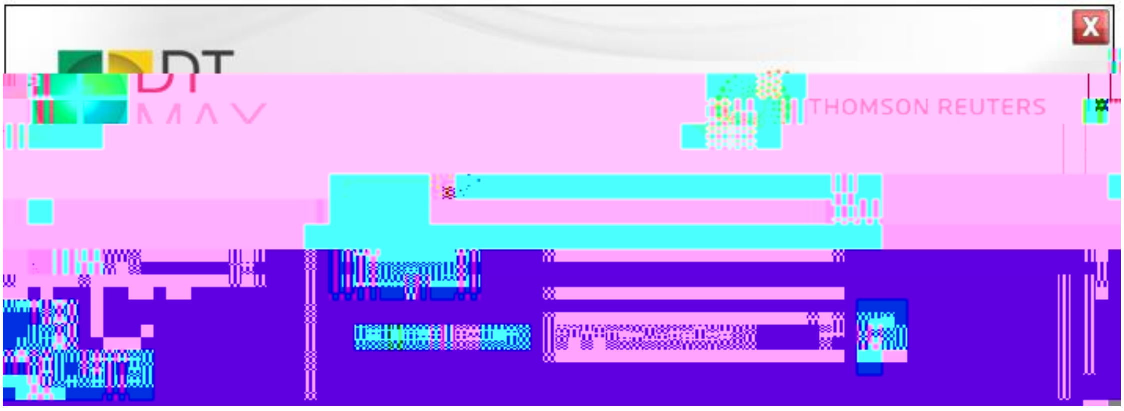
SPLASH SCREEN

When you open DT Max, the first screen that will be presented to you is the **Splash Screen**.

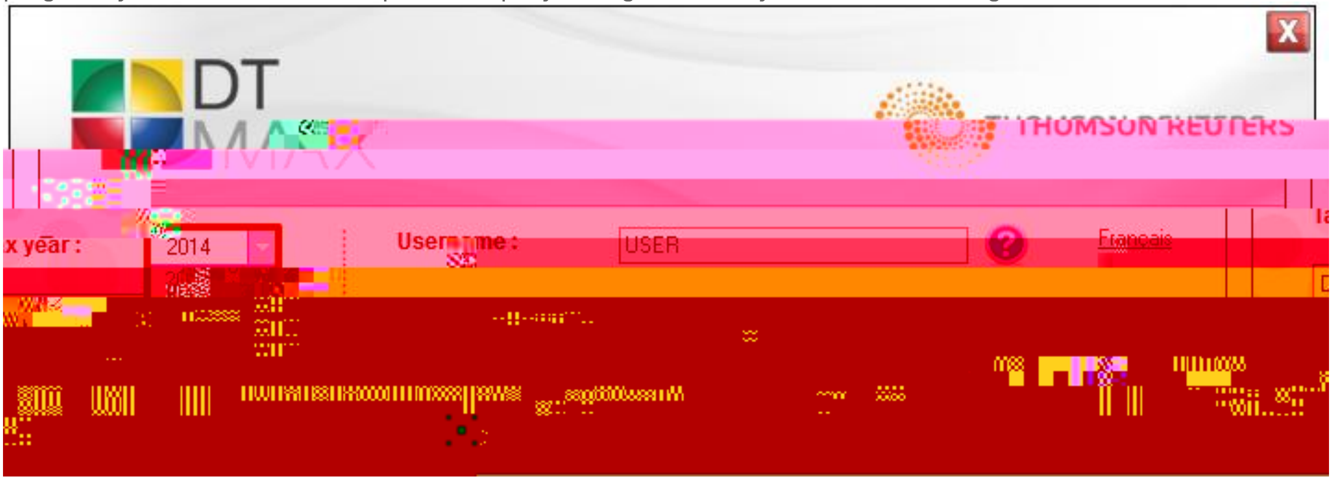
You must first select a folder that will house the files of your Client Database. You may select your **Database location** by clicking the **browse** icon.



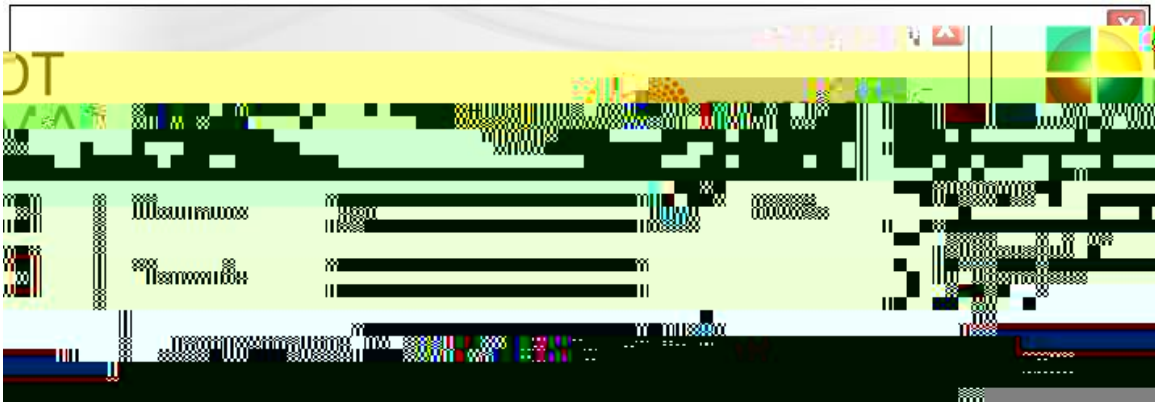
You may now enter a **Username** or **Accountant ID**. A user **Password** may also be added. We will discuss user priviledges and passwords in the Security System chapter.



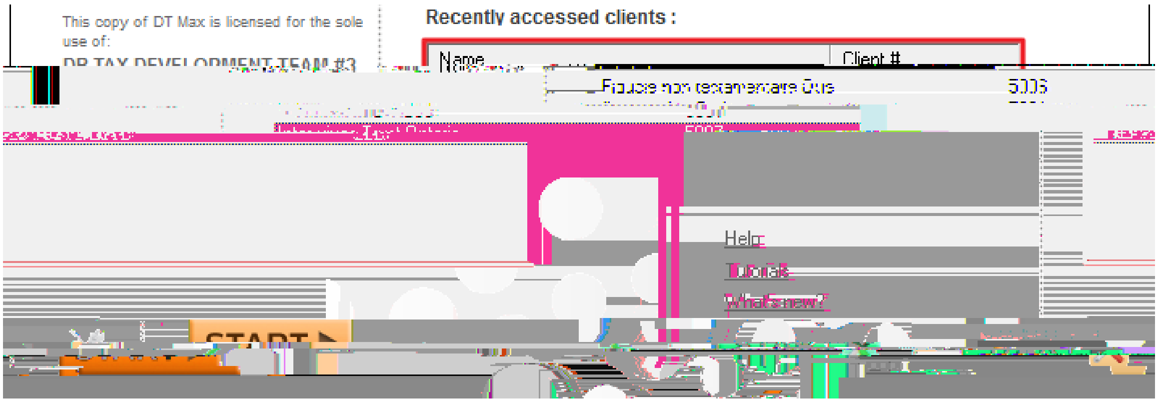
Select the **Tax year** you wish to access by choosing the appropriate year from the scroll-down menu. Once in the program, you will still have the option to rapidly change taxation years without having to restart DT Max.



Next, select the DT Max product you wish to load. In this case, we will select **T3**.



Recently accessed clients will also be listed on this screen. You may access them directly by double-clicking the desired client. DT Max will load the Client List screen with the selected client highlighted.



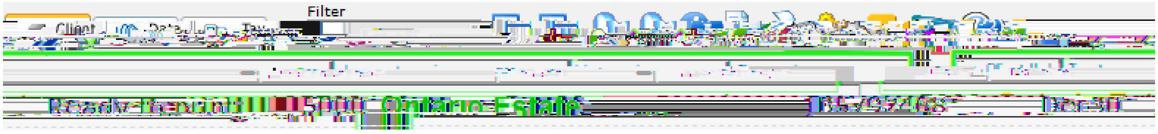
The **Splash Screen** also provides many useful links such as the knowledge base, online video tutorials, and the DT Max support page.

Once you have enter all the relevant information, run DT Max by clicking on

CLIENT LIST

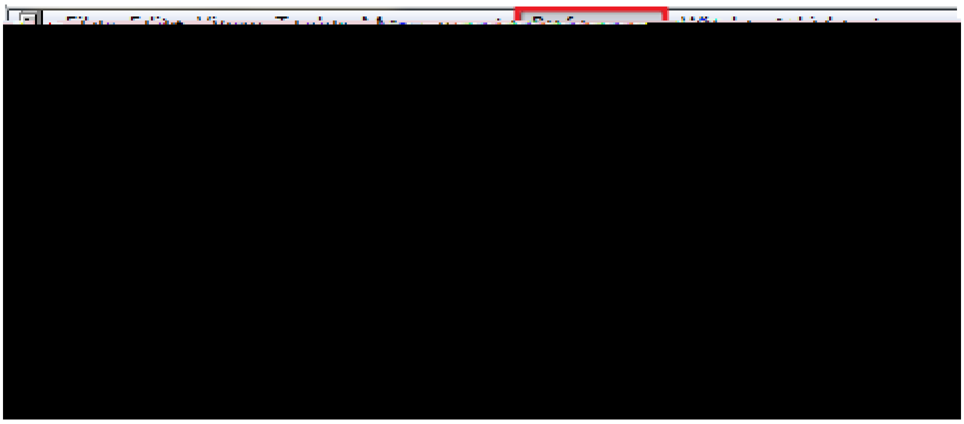
When you start DT Max, the first screen you will enter is the Client list. The Client list displays all the client files that are currently being processed as well as the client files that have been carried forward from one year to the next.

Certain basic information of every clien splayed directly in the Client list. For example, you can view the number, trust name, account number, year-end, splayed directly in the Client list.

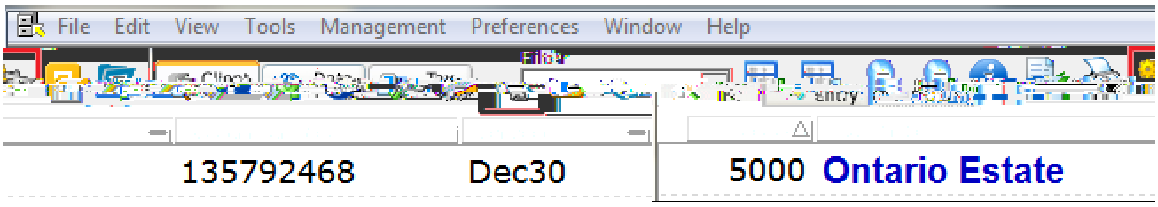


Personalizing the Client List

In order to personalize the Client list, go to the **Preferences** Menu, and select **Client List Settings**.



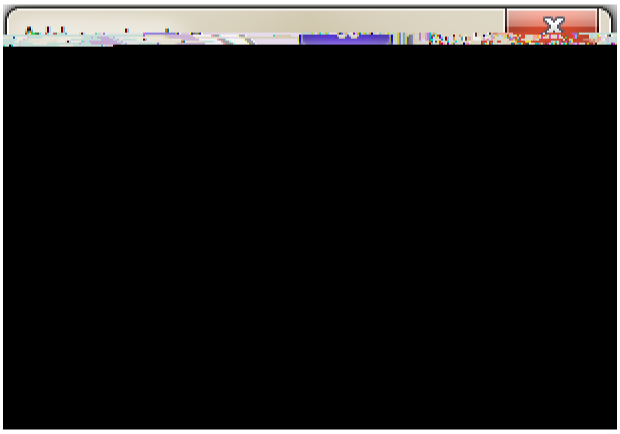
You can also personalize the Client list by clicking on the **Customize Client List** icon.



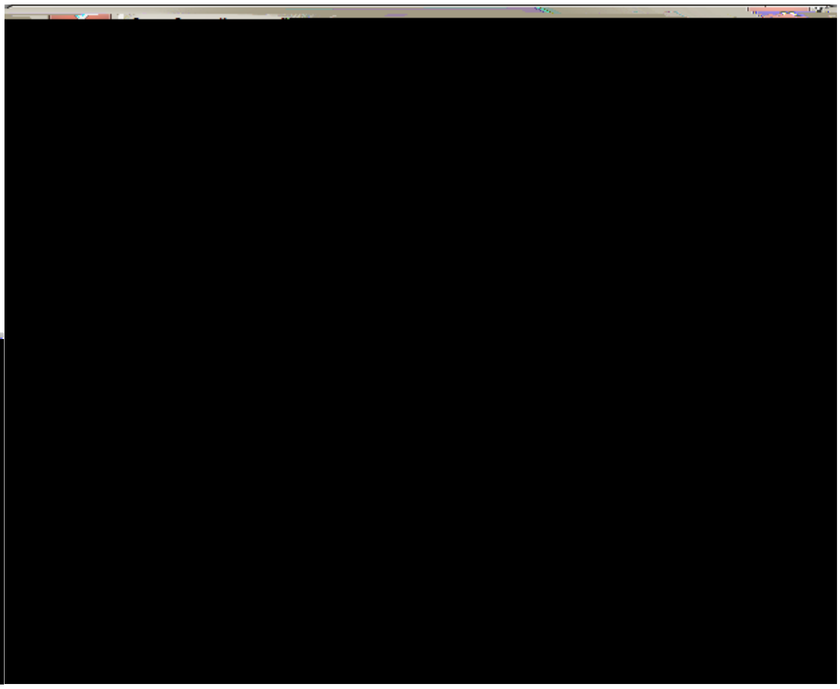
Sorting the Client List

Certain columns of the customer list can be sorted such as the client

A window will appear to configure the new trust. You can change the client number that is automatically assigned to the new trust.



The SmartStart input assistant is a tool that will allow to add keywords in the Data Entry screen of your client file. More details on this tool will be provided in the Data Entry portion of this document.



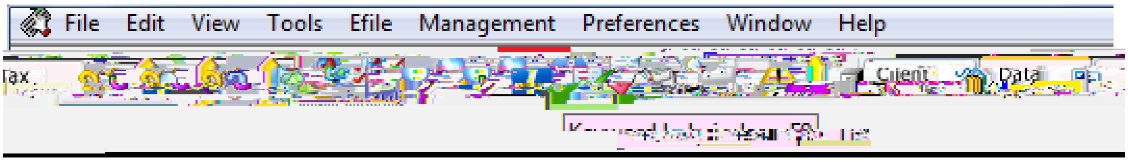
Finding clients within the Client list

To find clients that are already in your Client ist

Manual Entry of keywords

Keyword Help Index

To access the Keyword Help Index, click on the **Keyword Help Index** icon, or press **F8**.



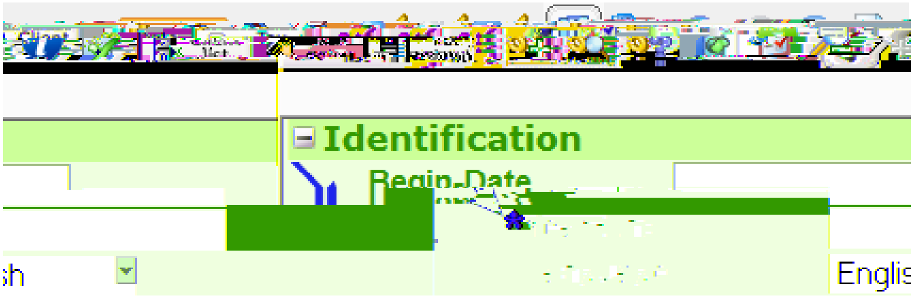
When you click on the **Jacket** tab, DT Max presents you with all the line numbers that are located on the tax return for both the Federal and Quebec returns. Click on a specific line number, and DT Max will present to you a list of keywords you can use to enter an amount on that specific line. Double-click on the keyword you need, and DT Max

When you click on the **Form**

Fields marked with an asterisk

Fields marked with an asterisk require mandatory or important information.

All fields with a red asterisks (*) are mandatory fields. The field cannot be left blank, because it will prevents the calculation of the tax return.



DT Max will generate an error message marked with a red circle in the **Error and warning messages window**. (See section **Errors and Warnings messages**)

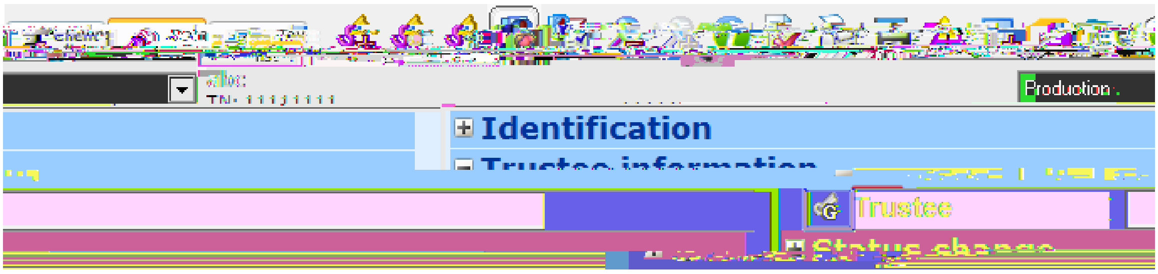
Fields marked with blue asterisks (*) requires an important information for the production of the income tax return.

If information is missing, an error message will appear in the **Error and warning messages** window. (See section **Errors and Warnings messages**)

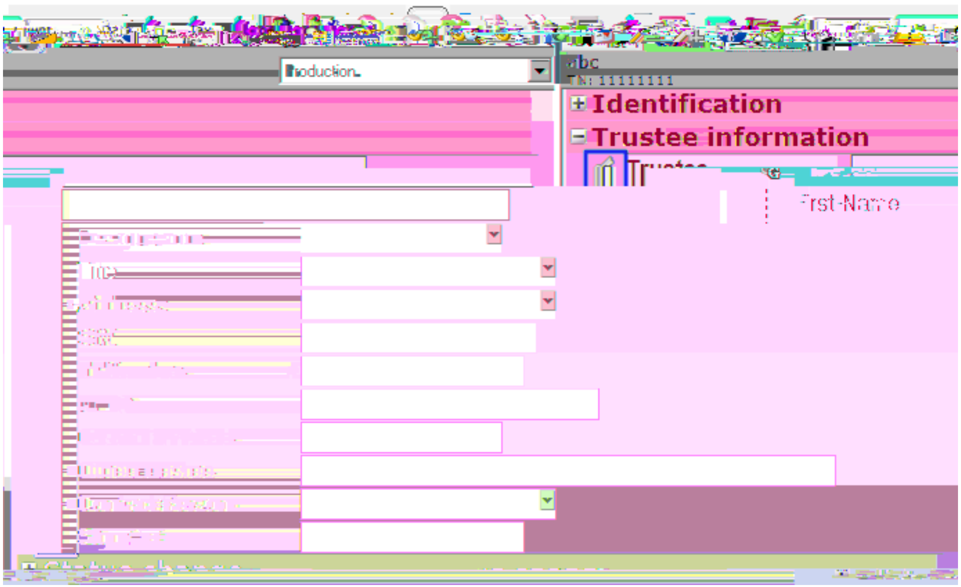
In order to correct an error message, simply double-click on the message itself, and DT Max will direct you to the keyword that you have to complete or correct.

Keyword Groups

Most keywords entered within DT Max are part of what is called a **Keyword Group**. The keyword group starts with a keyword that is in bold, which is called the **Main keyword of the group**. It is delineated by a bracket to the left of the keyword group.



To the left of the Main keyword, you have the **Expand** icon. Click on this icon to expand or close a specific keyword group.



Expanding a keyword group allows you to see the **Secondary keywords** within the group.

A keyword group has been expanded when the bracket delineating the group is jagged.

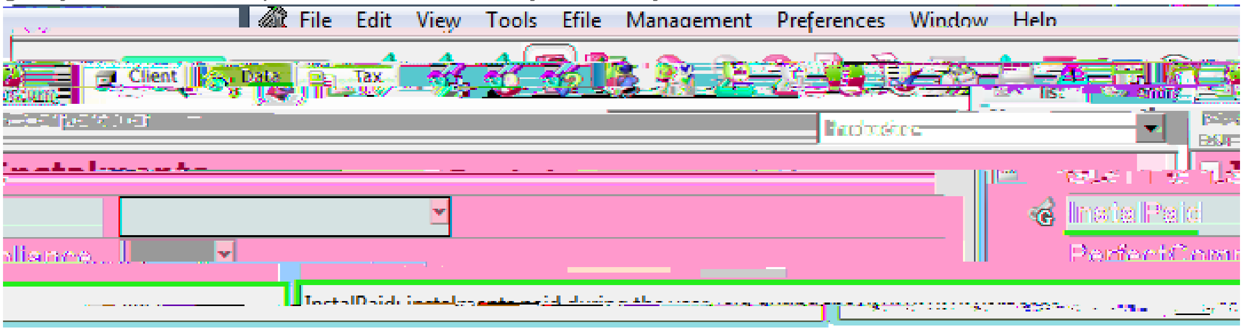
When completing a keyword group, **you must always complete the Main keyword of the group before completing the Secondary keywords**. If you do not follow this rule, DT Max will indicate an error message that will prevent you from recalculating (first element of the group cannot be blank).

Keyword explanation (functionality)

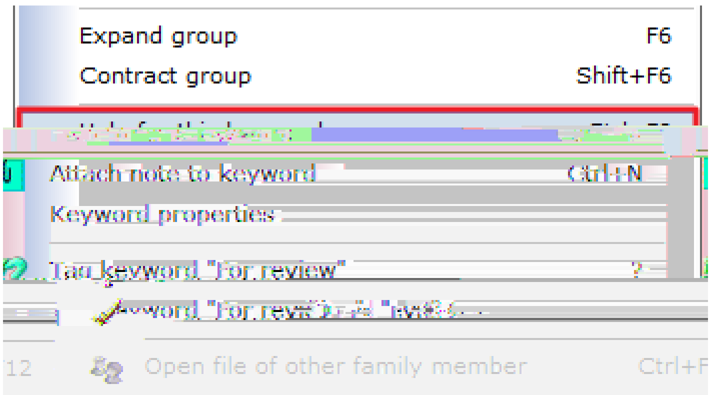
When encountering a confusing keyword, there are several ways of finding out the functionality of the keyword.

Hover your cursor over a specific keyword, and DT Max will give you a brief description underneath the cursor, that describes what the keyword does.

If you are already on the keyword (highlighted in yellow), look at the bottom task bar of the program. DT Max will give you a brief description of the functionality of the keyword.



A more detailed way of finding out the functionality of a specific keyword is to right-click on the keyword, and select **Help for this keyword**. You can also press **CTRL-F8** on your keyword.



A new window will appear, giving a more detailed explanation on the functionality of the keyword and, if relevant,

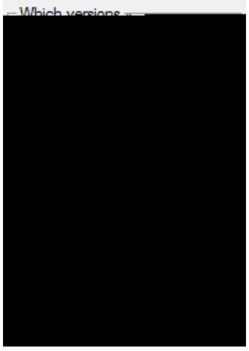
In order to see the source keywords to use for a specific field that is currently blank, simply double-click on the empty field or right-click the field and select **Source keywords**.

A new window will appear

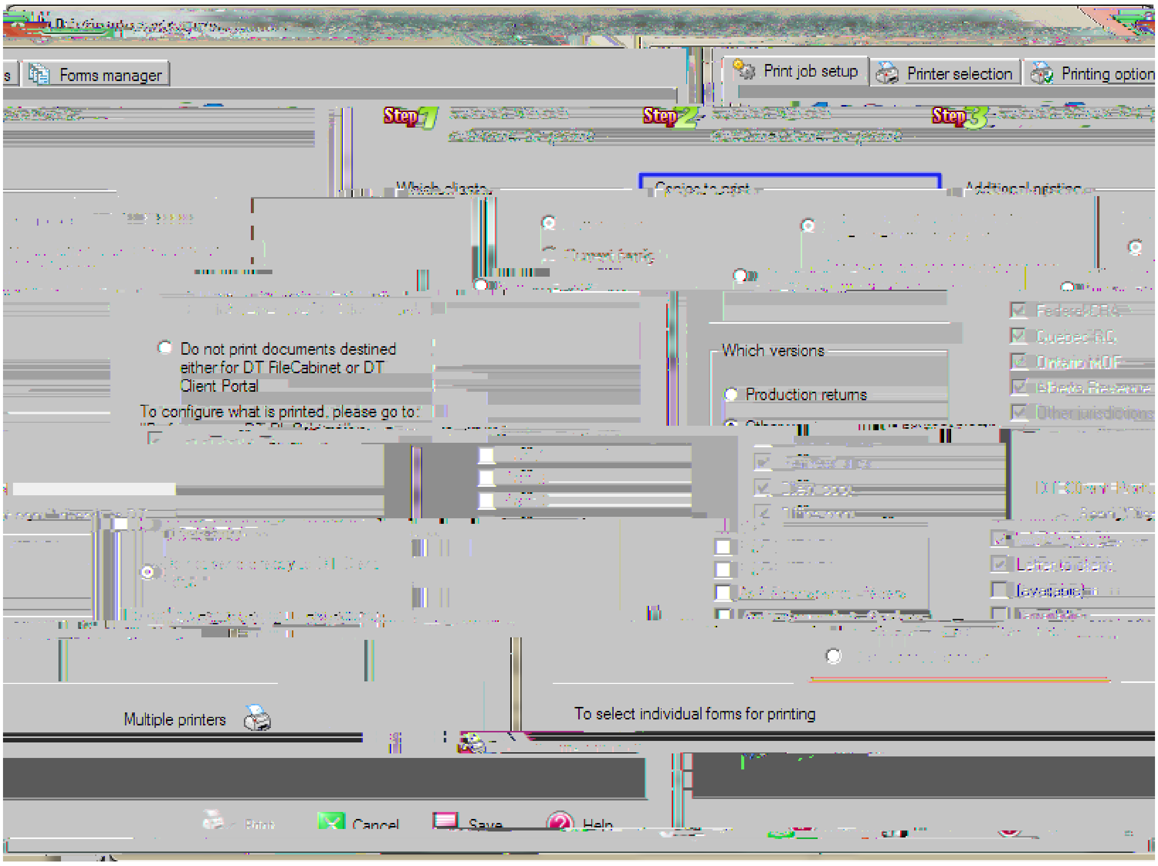
Printing the tax return

Once you have verified the tax return, you are now ready to print. In order to print the entire return or perform what is called **Production printing**, click on the **Production printing** icon.

Below, choose which versions of the tax return you want to print: the Production or the Plans (Plans will be discussed in a later chapter)

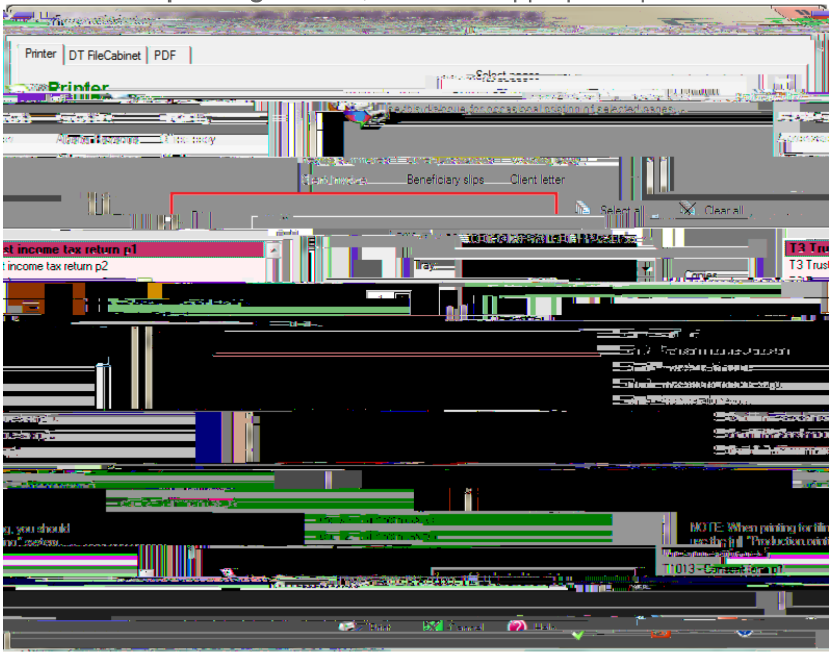


On the right, under **Step 2**, choose which copies to print. You can print all destinations from the **Forms Manager** or select the specific ones you want to print (Forms Manager will be discussed in a later chapter).

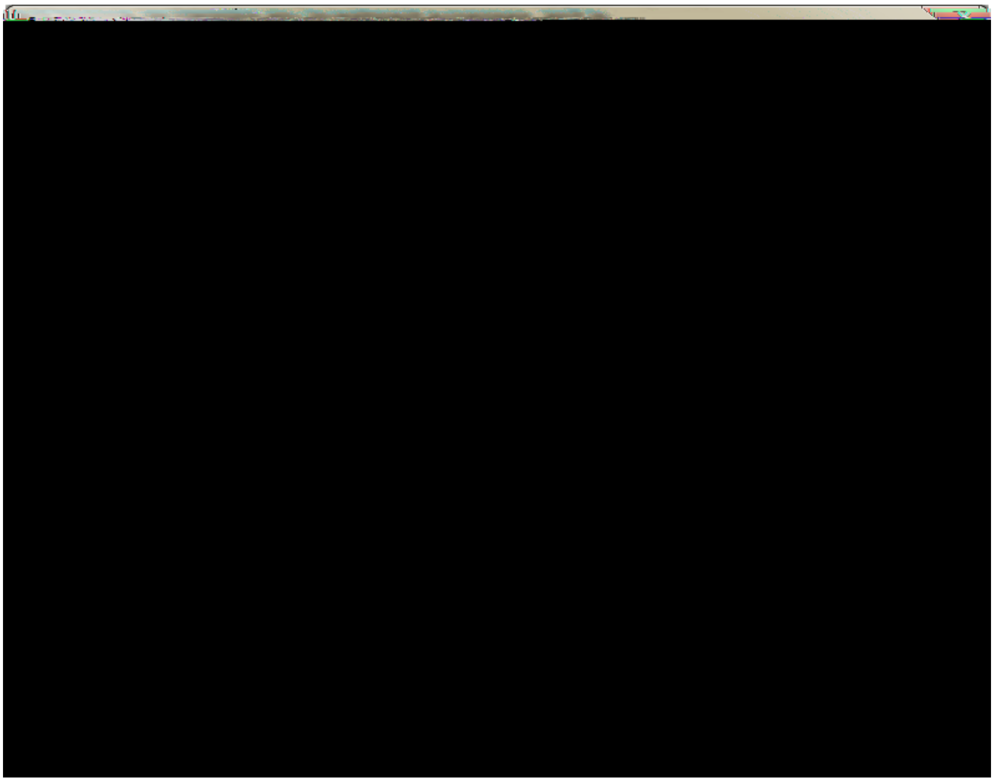


You may also choose to print a selection of pages rather than doing a full production printing. To print selected pages only, click the **Select pages to print** icon.

In the **Forms printing** window, select the appropriate printer and number of copies to print in the **Printer** section.



In the **Select pages** section, all relevant forms for your client will be listed. Select the page(s) you wish to print and click **Print**.



Tip: You may choose to select the pages one at a time by holding down **CRTL** on your keyboard and clicking the corresponding pages from the list.

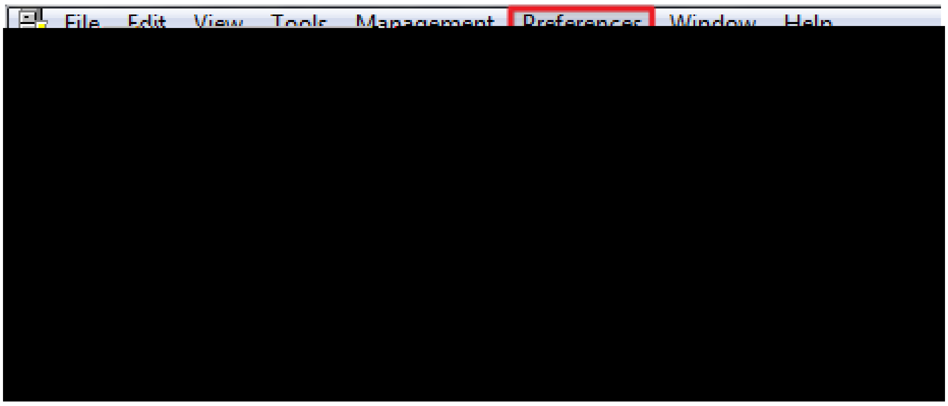
PREFERENCES MENU

The Preferences menu is the place where you can setup DT Max to perform automatic tasks for you. In the DT Max Basics section, we will see the items you should setup at the beginning of every year before starting any files.

Identification

The Identification section is the place where you will enter your identification information as a tax preparer. DT Max will automatically complete the relevant authorization forms for all your clients in the Client List.

In order to set this up, go to the **Preferences** menu and select **Identification**.

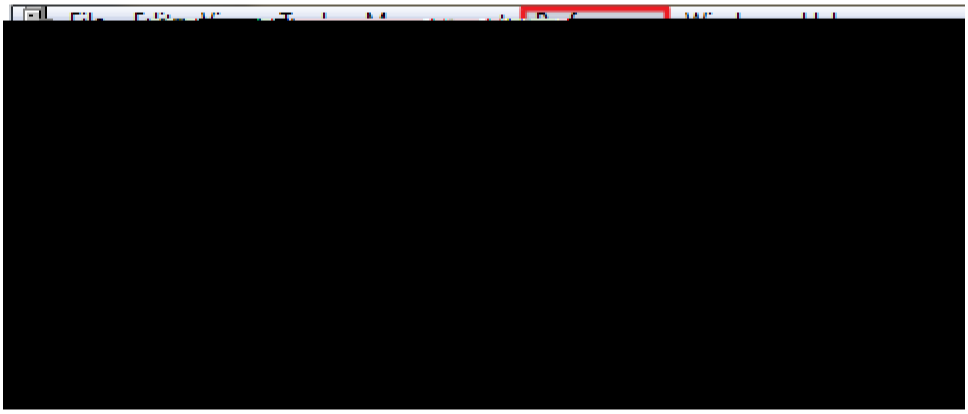


In the first tab, **Main name and address** enter the identification information of your firm.

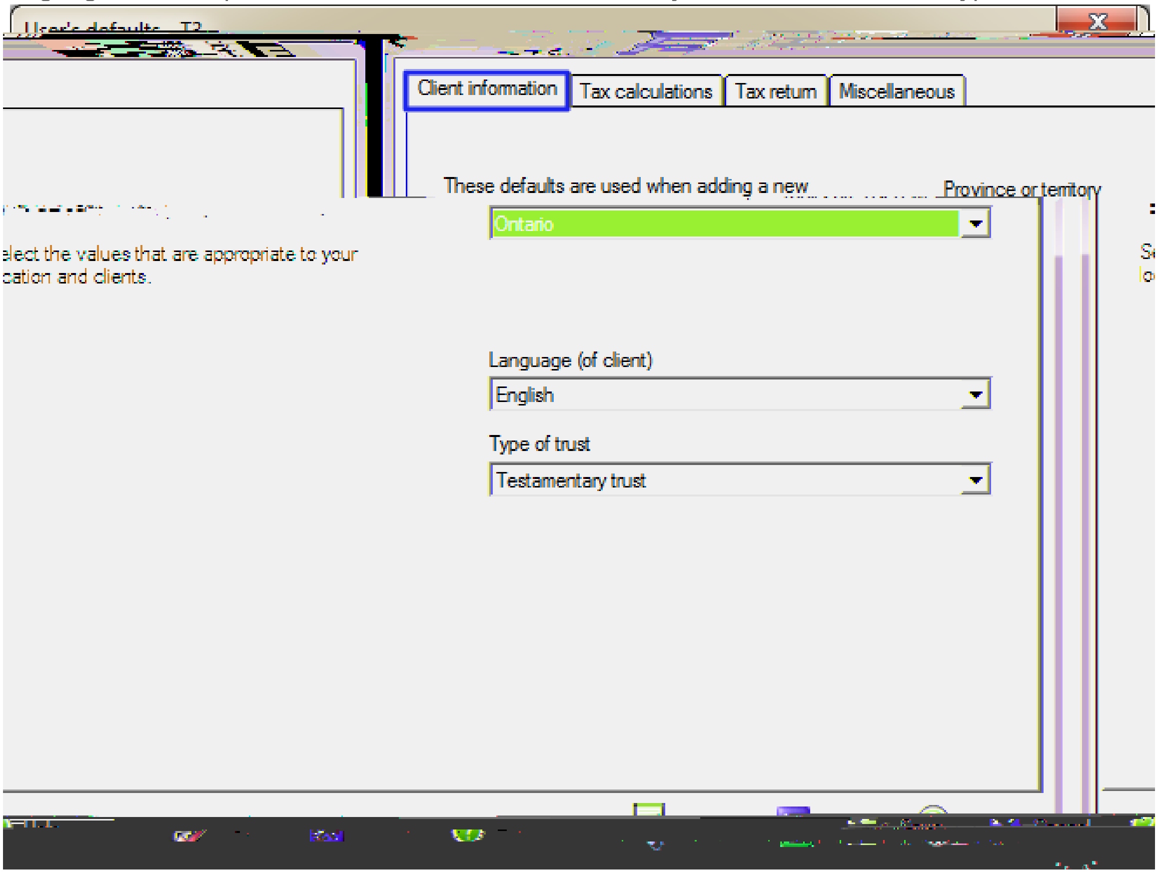
The section is the place where you can choose defaults for all your clients. Through this section,

technical defaults as well, such as your range of client numbers and a verification system.

In order to access this section, go to the **Preferences** menu, and select .



The first tab is the **Client information** tab. Within this tab, you can select the default province of residence, language of correspondence for all new clients added to your Client List and the type of trust.



In the **Tax calculations** tab, indicate how you want DT Max to handle the instalment payment calculation.

In the **Tax Return** tab, you can set up fields that DT Max w
can also set up your defaults for the authorization forms generated within your cl the
limit of consent and the level of authorization you want for all your clients.

In order to edit the **Forms Manager**, simply right click at the intersection of the form and the **Destination**, and choose amongst the 3 different options.

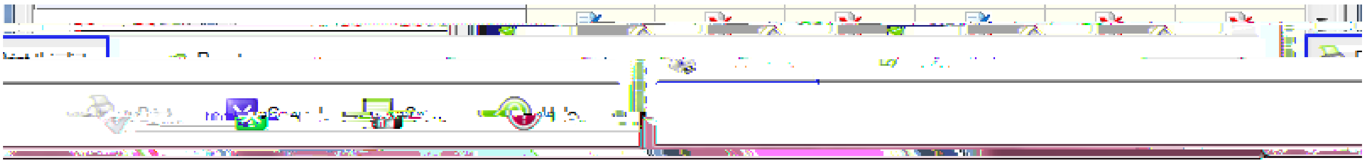
Tip: A quick way of editing the **Forms Manager** is to cancel the printing of

Right click in the highlighted area, and select **Do not print**.

Now pick the forms you would like to print by right-clicking at the intersection of the form and the **Destination**, and

It is strongly recommended that you print your **Forms Manager** setup after you have completed the editing. This allows you to have a backup copy of the setup you have performed.

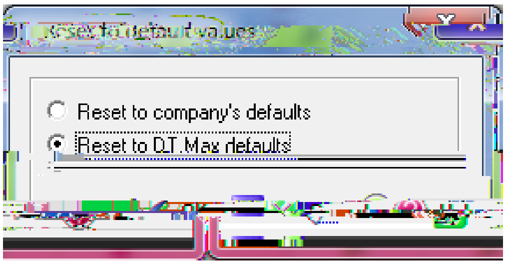
In order to print your **Forms Manager** setup, click on **Print this list**.



If you make mistakes editing your **Forms Manager**

In order to reset your **Forms Manager**, click on **Reset**.

A new window appears. Select **Reset to DT Max defaults**. Then click **OK**.



DT MAX ADVANCED FEATURES

Now that we have seen some basic features of DT Max, we will visit some more advanced features of the program. We will breakup these features s three screens and the Preferences menu.

CLIENT LIST

Filtering the Client List

DT Max allows you to filter your Client List in order to find specific clients that meet certain criteria. For example, you can find your clients that have a testamentary trust

Days since last activity

You can filter your Client L Simply enter a range of number of days, for example from 0 to 30 days, to see which clients

You can also perform reverse filters with the **Keywords** t the front of the keyword you enter within this section, and DT Max will exclude the clients that have this keyword in their Data Entry.

Calculated Tax Data

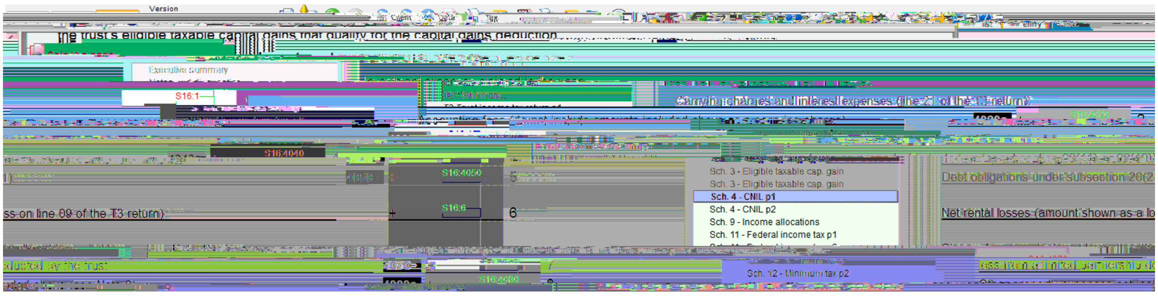
You can filter your Client List based For example, you can find clients that have an amount on a sp0000BT/F1 9.96 Tf1 06151005700B68 0056 5 00030057 9 0044005B 3 00030055 2 0048/F1

A new window will appear, allowing you to pick any form that DT Max produces and view it on the screen in blank format.

Select the form on which you want to filter a specific field, and click **Display**.

Find the field or line you wish to apply a filter to, then go back to the **View** menu and select

You will notice that field codes will appear within every line of the form you are viewing. You can now either mark down the particular field code you need for use within a filter or you can print the form with the field codes showing and archive these pages for future reference when filtering.



Once you have the field code you need, go back to the **Client List**, then go to the **Tools** menu, and select **Filter the Client List**.

Choose one of the spare filters to customize and click

The field codes have to be entered in a specific format. You must also specify what precisely you are looking for within a particular field. For example, for a specific field, you have to specify whether the condition you want is that the field is equal to zero, or a field is within a specific range.

When entering the field code, you must start with the percentage symbol . For example, if the field you marked down and you want to filter on was D25:101, it must be entered as such:

%D25:101

Having specified the field code, you must now specify the condition, i.e., what are you looking for within this field. To specify the condition, you must use mathematical symbols such as:

> Greater than

< Smaller than

= Equal to

>= Greater than or equal to

In the **Data to extract** section, select which years you want to extract.

In the bottom portion of the window, you can name and choose the path for which you want to save your extract. Click on the **Browse** button, and choose the path you want to save the extract through **Windows Explorer**.

Merging Clients

In order to merge a client in your Client List, go to the **Tools** menu and select **Merge**.

Windows Explorer will appear, allowing you to locate the client you wish to merge. Select the file and click **Open**.

A new window will appear

In the **Destination** section, select whether you want to print or export your Client List.

In the **Name of file receiving the exported data**

In the window that appears, choose the years and setup files you wish to backup. You can use CTRL + click to select which years and setup files you wish to backup.

Click **Next** once you have made the appropriate selections.

Tip: It is strongly recommended that you backup all years and settings.

DT Max will now prompt you to save your backup file in a particular location. Click **Browse**.

Window Explorer will appear, allowing you to choose the location you we tMCID871 0B0 595.32 841.92 reW* nBT/F1 9.96 Tf

Restore

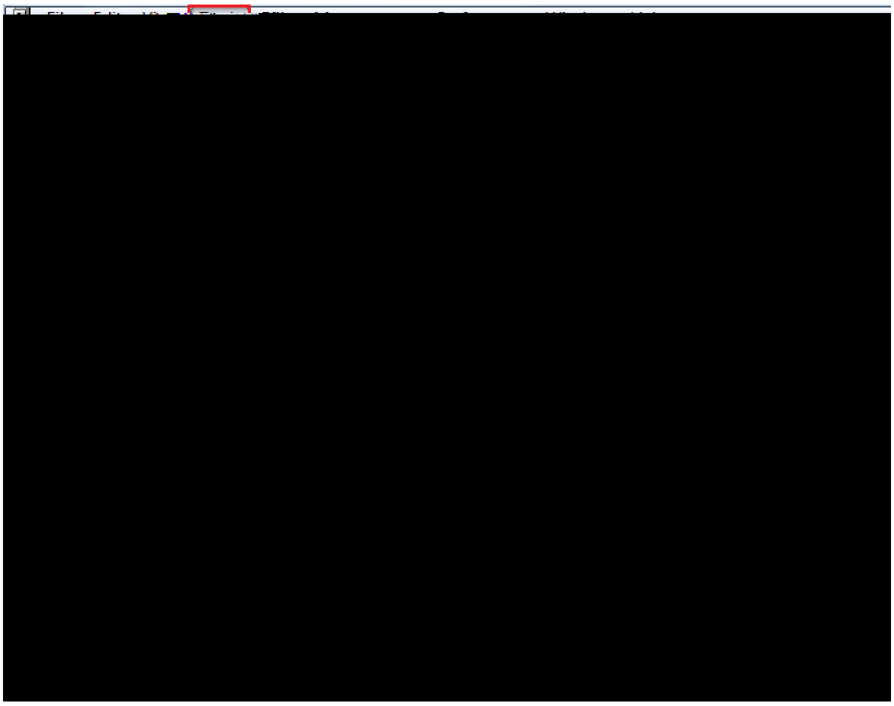
To restore a backup file, go to the **Tools**

Renumbering Clients

DT Max automatically assigns numbers to every client file you create in the Client List. This number is usually shown The Client Number is important in order to avoid duplicate files within your Client List (see **Extracting and Merging Clients** section above).

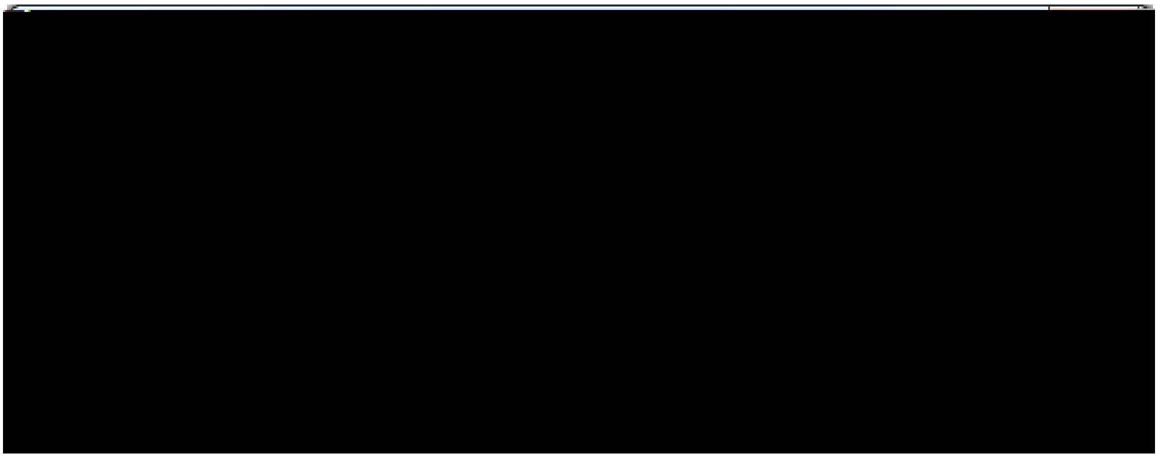
To change the Client Number of an existing client in your Client List, you must select the client for which you wish to change the Client Number. They should appear highlighted in blue in your Client List. If you wish to change the client numbers of several clients, press the **Space** bar on the names of the clients you wish to renumber. A yellow highlight will cover their names in the Client List.

Once you have selected your clients, go to the **Tools** menu, select **Advanced Utilities**, then select **Renumber Client**.



A new window appears, allowing you to renumber your clients.

In the **Batch Selection** section, choose the clients for which you wish to change the Client Number.



Copy from Production: Choose this option if you want to

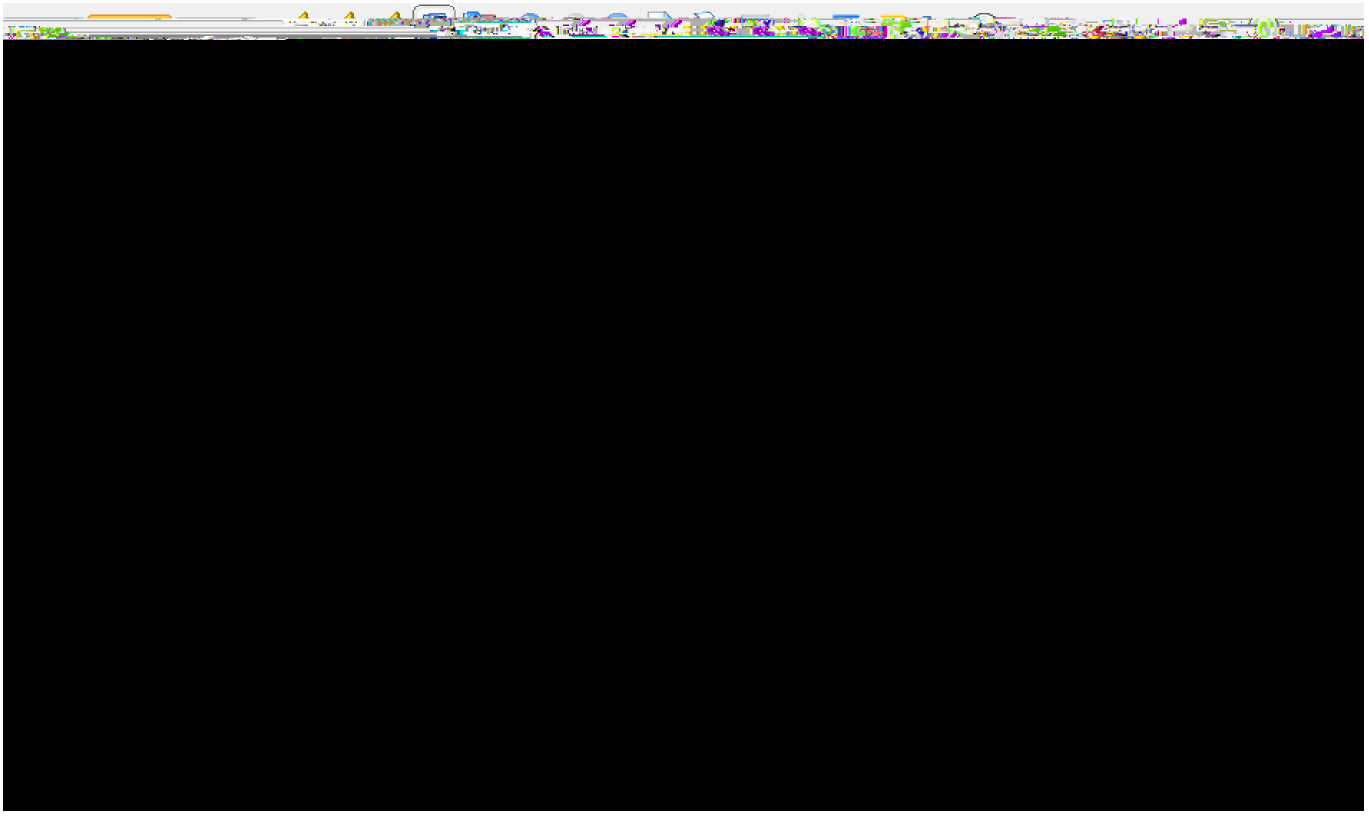
Naming your Plan

The next step after creating your Plan is to name it.

Previous year

The first option you can choose from the Right-hand side display is the previous year. Click on the drop-down menu, and select the previous year.

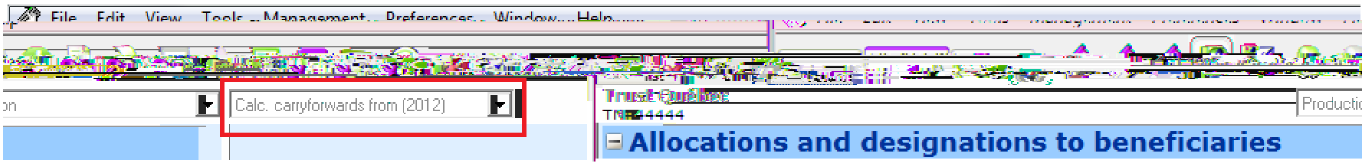
Now all the client -hand side of the screen.



All prior year amounts will match up side by side with the current year amounts as long as the description entered for the slip or business statement is the same from one year to the next.

Carryforwards from the previous year

You can display the carryforward amounts from the previous year on the right-hand side. Simply select **Carryforwards from XXXX** on the right-hand side display drop-down menu.

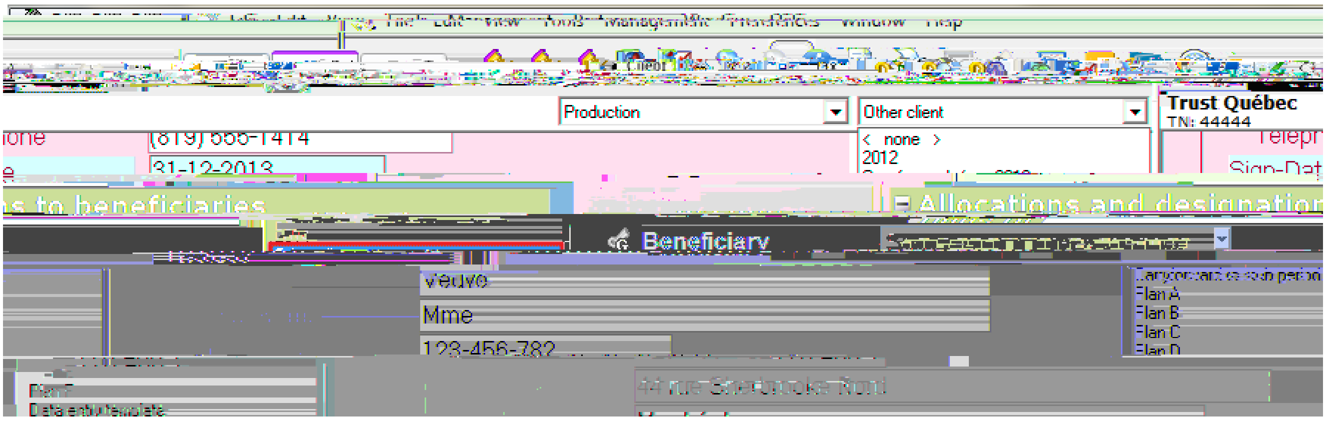


Tip: You can always recover them using this option.

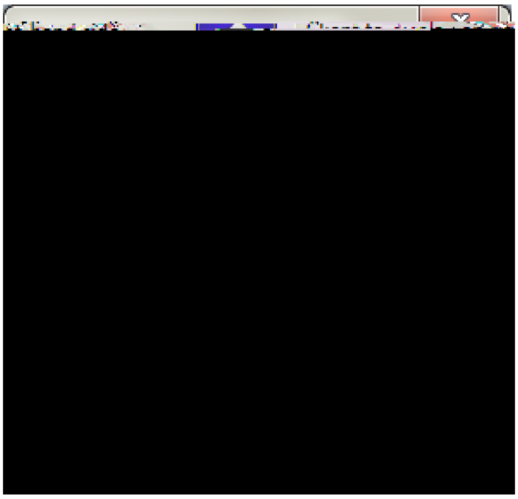
Other Client

You can also choose to display any other client located in the Client List on the right-hand side. The only information you need is the Client Number of the client you wish to display on the right.

Go to the right-hand side drop-down menu, and select **Other Client**.



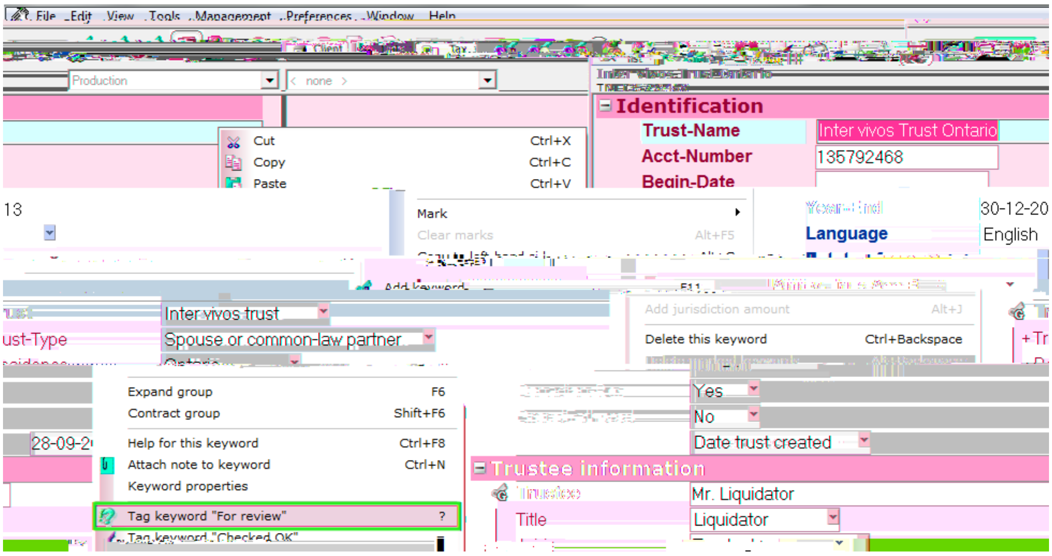
A new window appears. Enter the client number of the client you wish to display on the right. Then choose which version of the file you want to see and which year. Click **OK**.



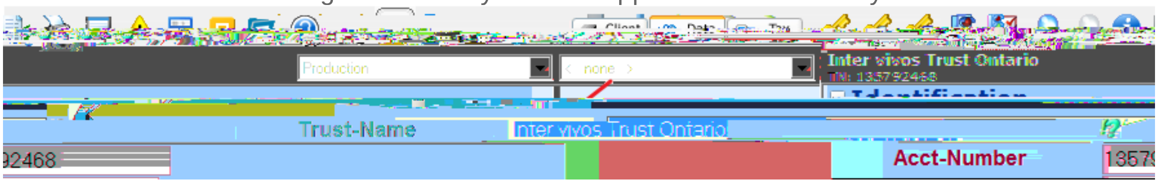
Now you can see side-by-

Review Tags

The Review Tags feature allows you to tag a specific keyword entry when you are working in the Data Entry screen. To place a review tag simply right-click the relevant keyword entry. A new window will appear. Select **Tag Keyword F** .

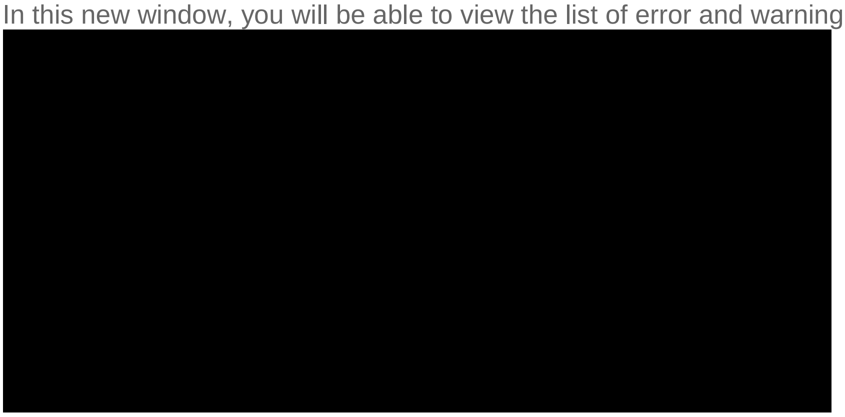


An exclamation and interrogation mark symbol will appear beside the entry.



Once a Review Tag is inputted, DT Max will add a review note in the **Error and warning messages** section. To view these review notes, click on the **Error and warning messages** icon.

In this new window, you will be able to view the list of error and warning messages as well as the review tags.



Frequently used Keywords

Trust

Use the keyword **Trust** to indicate the type of trust that was created. Use the drop menu to choose between **Testamentary trust** and **Inter vivos trust**.

Trust-Type

Specify ty tateg 42.cUsncosword

Trustee

Trustee.

Enter the last name or the business name of the trustee that holds legal title to property in trust for the benefit of the trust beneficiaries.

If the trustee is an individual enter the last name in the first keyword of the group followed by the first name.

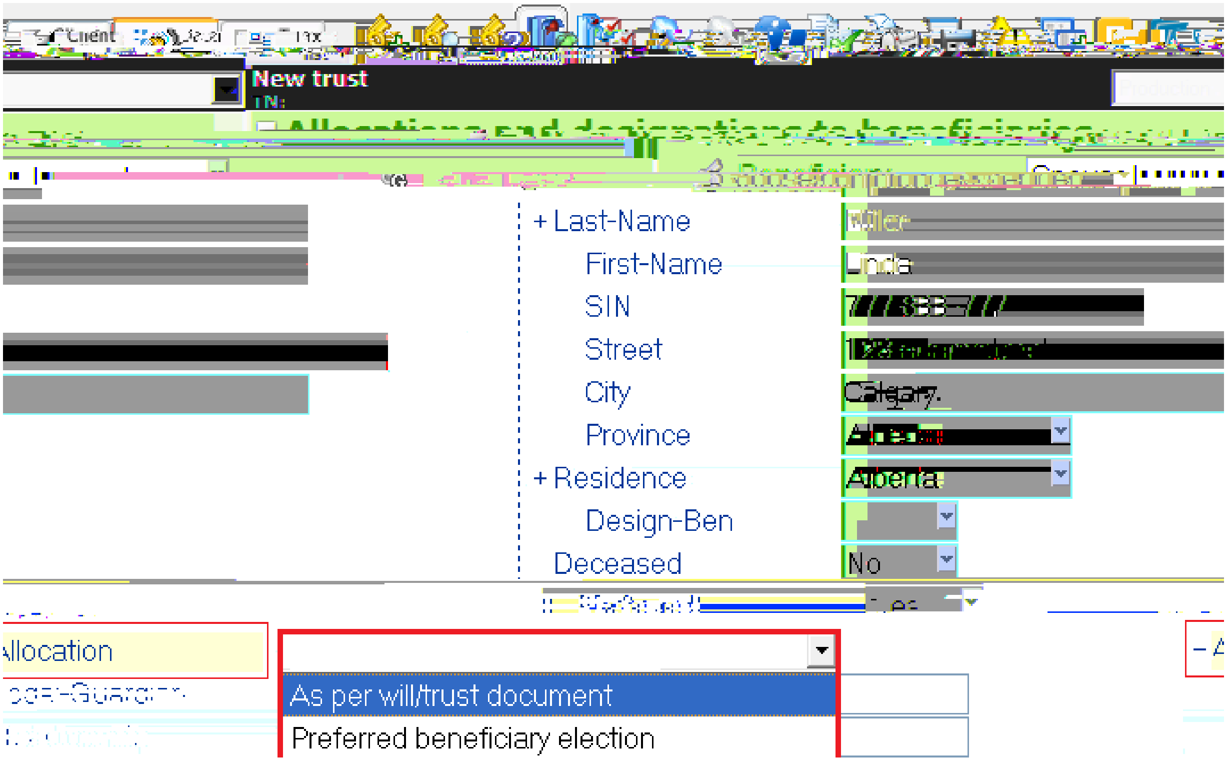
Beneficiary

To complete the information of the person who will benefit the trust created use the keyword **Beneficiary**. The beneficiary information will be report

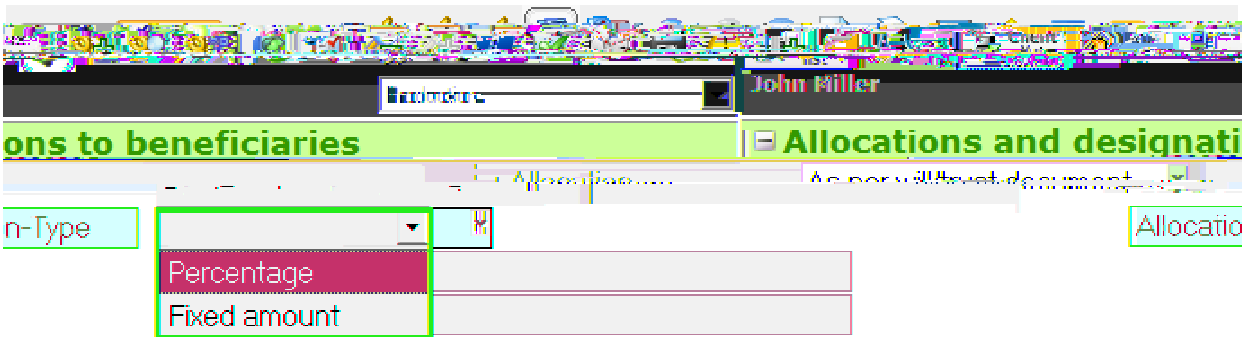
Allocation

The allocation of income to the beneficiary is done through the secondary keyword **Allocation**. In the drop down menu choose between the following options:

> **As per will/trust document**
> **Preferred beneficiary election**



In the keyword **Allocation-Type** indicate whether the income to be allocated is a **percentage** or **fixed amount** of

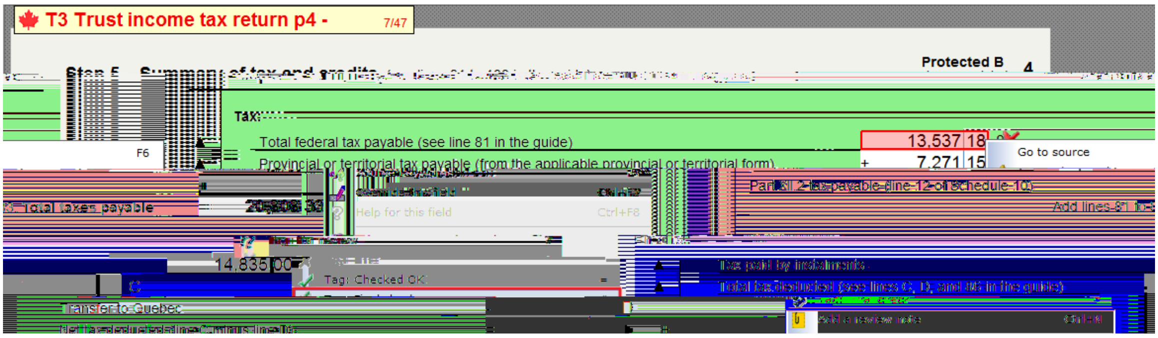


Specify the type of income in the keyword **Income-Type** and enter the **percentage** or **fixed amount** to be

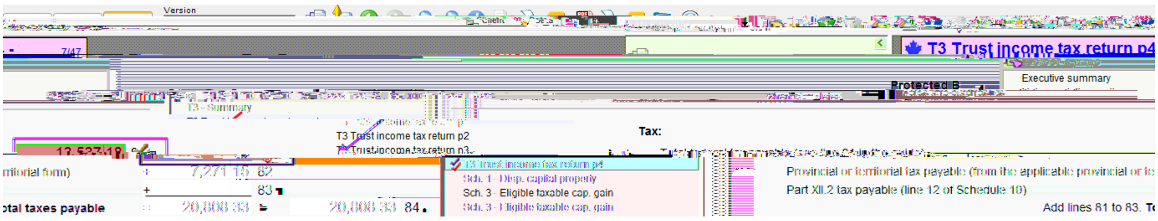
In the Tax Return screen, two additional review tags are available for use.

Error ht the field in red and input an **X** symbol in the navigator section to the left of the screen to indicate that an error is present and must be verified before the final production of the tax return.

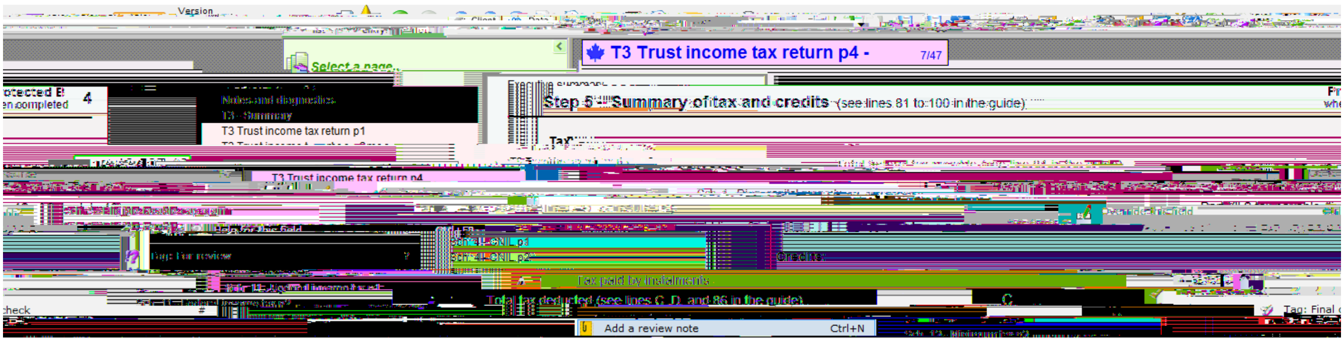
Once the error tag has been verified, you may right-click the field and select **Tag: Final check**.



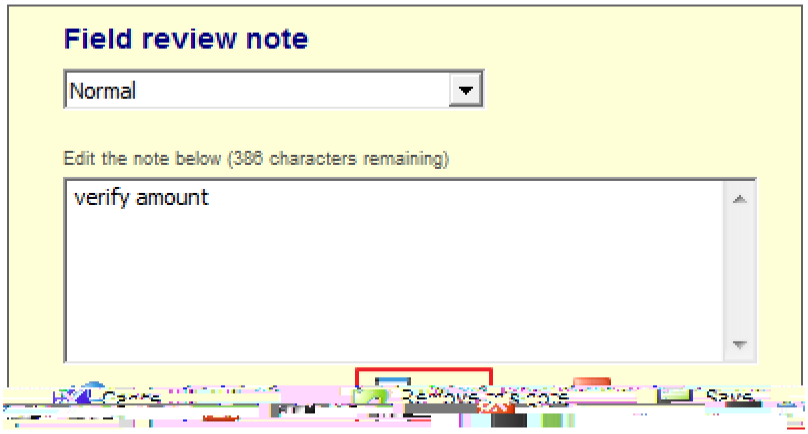
DT Max will now highlight the field in green and input a double checkmark symbol in the navigator.



In addition to the review tags, DT Max also allows you to attach notes to specific fields on the tax return. To add a note, right-click the desired field and select **Add a review note**.

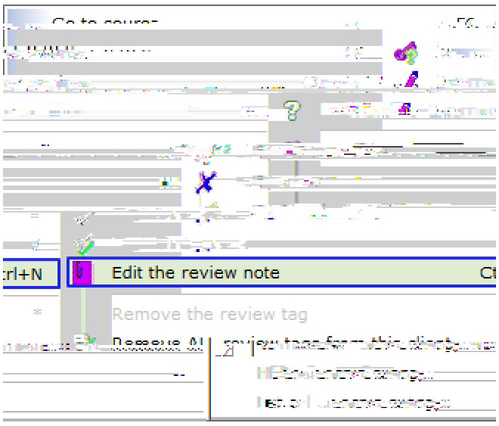


A new window will appear allowing you to enter a review note of up to maximum of 400 characters. Once you have entered the note, click **Save**.

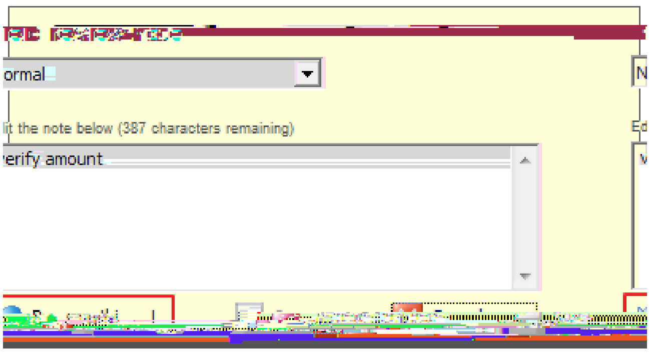


A yellow note page symbol will appear in the navigator indicating that a review note is present.

Once one or more review notes are no longer required, you may choose to remove them individually or all at once. To remove an individual review note, right-click the corresponding field and select **Edit the review note**.



From the **Field Review Note** window, select **Remove this note**.



To delete all the review notes and tags at once, right-click any field and select **Remove ALL review tags from this client**.

PDF

archived or even sent in an e-mail directly through DT Max.

To access this feature, once on the **Tax Return** screen, click the **PDF** icon located on the toolbar.

A new window will appear.

To save selected pages of the tax return as PDF files, tick the box next to **Save as a PDF file**.

Once selected, you will be able to browse a save location by click

you would like to save to PDF or send directly by e-mail. DT Max will only list the relevant pages with regards to your client.

Tip: You may choose to select the pages one at a time by holding down **CRTL** on your keyboard and clicking the corresponding pages from the list.

PREFERENCES MENU

Security System

DT Max features a security system which enables you to set up the program so that only authorized personnel are allowed to use certain specified attributes.

When DT Max is first installed, all users can access any program feature as passwords are not required until the security system is activated.

User IDs and passwords are tied to a specific DT Max database. If you use different databases, each database mus

Setting up a supervisor

Company Database Security Policy setup

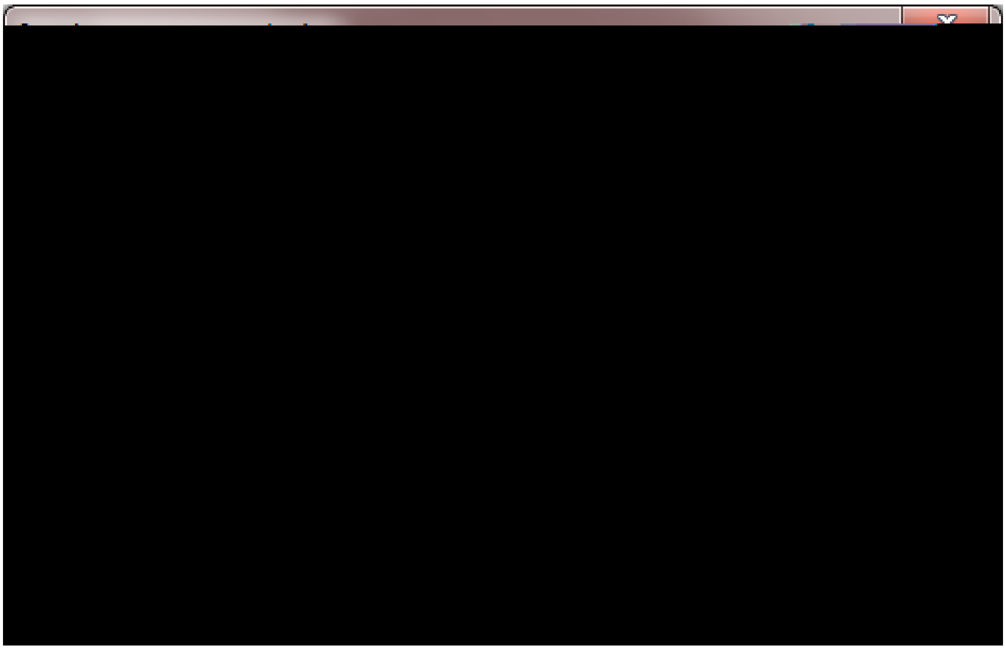
Once you have set up the supervisor, you must now set up the **Company Database Security Policy**.

Go to the **Preferences** menu, select **Security System**, and then select

Restart DT Max. You will now be required to enter your password in the Splash Screen.

Enter your password in the appropriate box and click **Start**.

A new window appears. Click **New** to add a user to the database.



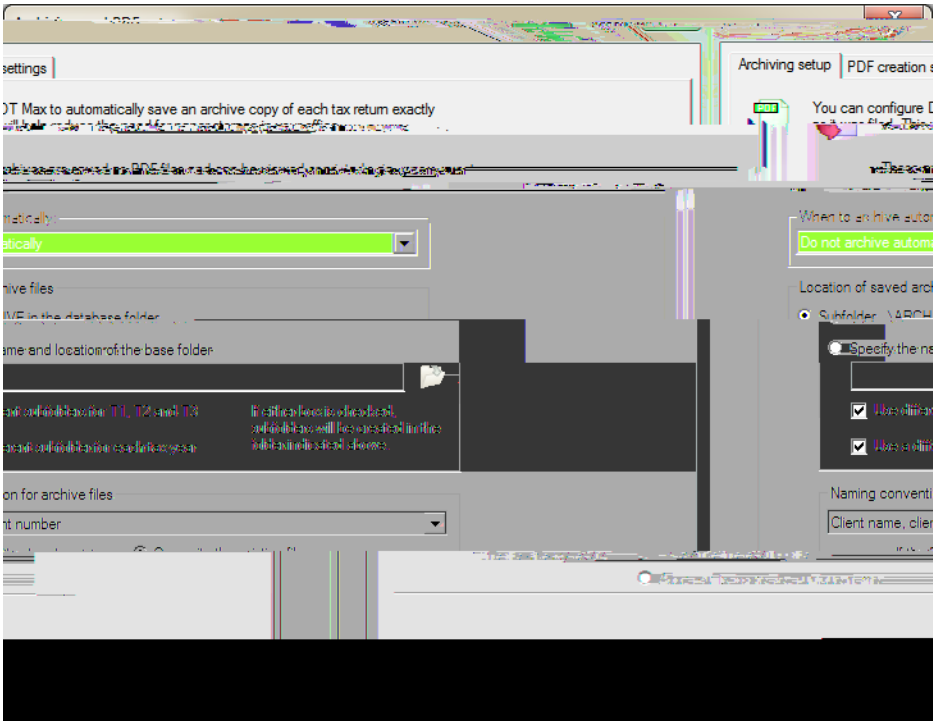
In the **Required user information** section, enter the user name and password of the new user you are creating.

In the section, untick **System Supervisor** and then untick the rights you want to disable for this particular user.

Click **OK** once you are done.

Archiving and PDF

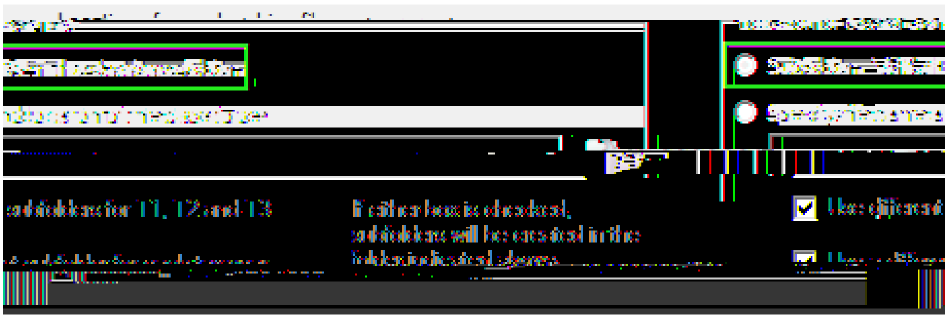
A new window will appear with several options.



In the **When to archive automatically** section, you may choose amongst 4 options. Make the appropriate selection.

Tip: **Archive when all destinations are printed**´option.

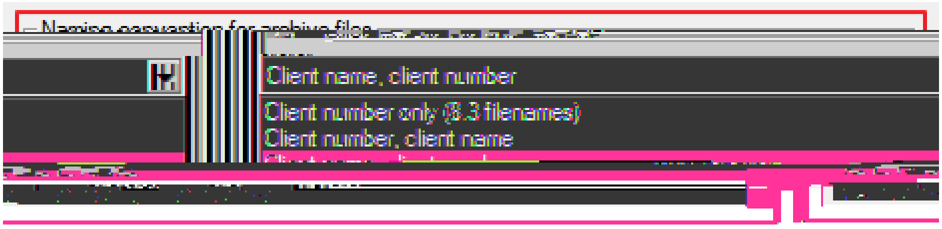
In the **Location of saved archive files** section, you may select the location of the base folder where the files will be archived. DT Max will implicitly offer you to save the files in a subfolder located in your database folder.



You may however choose to manually select a base folder location by ticking the box next to **Specify the name and location of the base folder**

Tip: **Use different subfolders for T1, T2, T3** **Use a different subfolder for each tax year**
files.

In the **Naming convention for archive files** section, choose amongst the 5 options. This section will determine how the files will be named
number.



Tip: **Client name, client number, business number**